

MEMORANDUM FOR: Chief, Logistics Office

SUBJECT: Appearance of Curie Hall

1. The appearance of Curie Hall is in my opinion a shame and a disgrace. Not only does the front of the entrance and the entrance hall appear not to have been painted since it was constructed, but every carpenter, plumber, and painter persists in using the front porch as a storage place for his material. On the latter point we have previously asked representatives of your office to provide a different arrangement, but the appearance continues to be unsatisfactory.

2. As you know, all new employees of the Agency in all grade levels report first to this building upon entry on duty. At a time when the Agency is interested in putting its best foot forward, we are certainly not benefitted by having to introduce new people to the Agency in a building which corresponds favorably to a lot of housing I have observed in slum areas. We feel it especially important to have younger people who are probably away from home for the first time gain a favorable impression of the place to which they have indicated an intention to spend their working career.

3. Your assistance in this matter will be appreciated through the following positive steps:

a. That you issue instructions that workmen and repairmen will not utilize the front porch of Curie Hall as a storage yard for their materials.

b. That the front porch and the main entrance hall and reception area of Curie Hall be painted as attractive a color as Government specifications will permit.

c. That janitor and cleaning services for the areas mentioned be provided on a daily basis.

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Assistant Director for Personnel